



Page_____ of Day _____

Controller Name	Event Date
Organization Name	License Number

[illegible]

* Post Value of Chips Issued and Final Chips on Hand amounts to the CHIPS OUT WORKSHEET.

Total	Total	Total
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Seller Name	Amount	Ret'd (✓)

Seller Name	Amount	Ret'd (✓)

Authority: Act 382 of the Public Acts of 1972, as amended.

COMPLETION: As required.
PENALTY: Failure to complete this form
may result in administrative action.
BSL-CG-1598(R4/02)

FLOOR SELLER CONTROL LOG INSTRUCTIONS

The controller uses this form to monitor chip sales for sellers who do not collect admission. Typically, these sales take place on the game floor.

Have enough copies of this form ready for each day of the event. The event information section at the top of each form should be completed prior to the start of the event.

Prior to the seller's shift,

If a seller requires start cash, enter Seller Name and Amount in the START CASH ISSUED section.

During the event,

As chips are issued to the seller, the controller enters the Value of Chips Issued, and has the seller initial for that amount. The controller posts the amount to the CHIPS OUT WORKSHEET.

BALANCE SELLER

Whenever a seller needs more chips or when the seller's shift is over, the controller must balance the seller's transactions in the presence of the seller.

1. Count and enter the Final Chips on Hand. Post amount to CHIPS OUT WORKSHEET.
2. Subtract column 2 from column 1 and enter Chips Sold on Floor.
3. If end of sellers shift, collect any Start Cash Issued and check (✓) Ret'd column.
4. Collect cash received from chips sales and enter the amount in Cash Collected column.
5. Subtract column 3 from column 4 and enter any Discrepancy. Have seller initial for that amount.

After the day's event,

The controller computes totals for Chips Sold on Floor, Cash Collected, and Discrepancy.